

Design Review Sign Application

City of Tempe
Development Services Dept.
P.O. Box 5002
31 E. 5th Street
Tempe, Arizona 85282-5002



(Please Type or Print in Black Ink)

REQUEST (freestanding sign, building mounted sign, sign package); _____

ZONING DISTRICT: _____

BUILDING USE: _____

SIGN COMPANY:

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____ PHONE: _____

E-MAIL ADDRESS: _____ FAX: _____

PROPERTY OWNER:

NAME AND/OR CONTACT PERSON: _____

ADDRESS: _____

CITY/STATE/ZIP: _____ PHONE: _____

E-MAIL ADDRESS: _____ FAX: _____

I hereby apply for Design Review Board consideration of this application and am familiar with Design Review Board criteria used in the evaluation of signs. I understand that if my application is not complete in all respects, it will not be scheduled for consideration. I also understand that I or my representative must be present at the meeting. I also have the property owner's permission to make this application.

Applicant's Signature

Date

Property Owner's Signature
(or Attach Letter of Authorization)

Date

For Department Use Only

Required Item Check List

- ☐ Design Narrative
- ☐ Scaled Sign Drawings
- ☐ Scaled Site Plan Drawings
- ☐ Owner's Letter of Authorization

SIGN APPROVAL DATA SHEET

NUMBER OF SIGNS: **NEW:** _____ **EXISTING:** _____

LOCATION OF SIGNS: **NEW** **EXISTING**

Building Mounted (1) _____ (A) _____

Freestanding (2) _____ (B) _____

Other _____ (3) _____ (C) _____

SIGN DIMENSIONS: (1) _____ (A) _____

(2) _____ (B) _____

(3) _____ (C) _____

SIGN AREA: (1) _____ (A) _____

(2) _____ (B) _____

(3) _____ (C) _____

SIGN HEIGHT: (1) _____ (A) _____

(2) _____ (B) _____

(3) _____ (C) _____

TOTAL _____ **SQ.FT.** _____ **SQ.FT.**

SIGNS TO BE REMOVED: _____ _____

_____ _____

NET/TOTAL AREA REMOVED _____

MAXIMUM AREA ALLOWED _____ **SQ.FT.**

SIGN MATERIALS **(DESCRIBE FOR EACH SIGN, INCLUDING COLORS):**

(1) _____

(2) _____

(3) _____

ILLUMINATION **(GENERAL DESCRIPTION FOR EACH SIGN):**

(1) _____

(2) _____

(3) _____

Design Review Sign Submittal Checklist

1. Application: Complete Design Review Sign Application form, including the Sign Approval Data Sheet.
2. Narrative of Design Rationale: Provide a brief statement, on 8 ½" x 11" sheet, which identifies the project goals and objectives, primary design criteria, and design concepts. Explain how the proposed solution achieves the stated goals and objectives, meets the design criteria and implements the design concepts.
3. Sign Drawings for Each Sign Proposed:
 - a. Two (2) copies (one in color)
 - b. One (1) 8 ½" x 11" matte finish PMT (or original laser print)

NOTE: All documents shall have black continuous lines which provide a crisp clean copy when copied.

Drawings must be to scale and indicate the following for each sign proposed:
(see examples 7 & 8)

- ◆ Exact lettering styles to be used
 - ◆ All sign copy
 - ◆ True sign colors
 - ◆ Method of illumination
 - ◆ Number of sign faces
 - ◆ How sign will be mounted
 - ◆ Height of sign
 - ◆ Dimensions of sign (including dimensions which locate the sign on building/property)
 - ◆ Sign area
 - ◆ Sign materials
 - ◆ Accurate building elevation showing where sign(s) will be located on the building.
4. Submit site plan which shows all signs (see example 9)
 - a. One (1) accurate site plan showing where sign(s) will be located on the property
 - b. One (1) 8 ½" x 11" matte finish PMT (or original laser print)

NOTE: All documents shall have black continuous lines which provide a crisp clean copy when copied.
 5. Submit Letter of Approval from Property Owner Including Owner's Signature.
 6. Staff Approval: Design Review applications for signs which appear to comply with Ordinance requirements may be reviewed by the Planning Division staff. Staff members will review applications and inform the applicant of their decisions as soon after application as possible.

The Planning Division is not obligated to approve such signs and may refer approval to the Design Review Board when some conflict with Board policy or other question cannot be resolved at the Staff level.

Design Review Sign Procedure

1. Preliminary Discussion: The applicant is encouraged to discuss material required for application along with design criteria used by the Board in evaluating applications prior to submitting for Design Review.
2. Scheduling on an Agenda: Once a complete application has been submitted, the staff will place the proposal on an agenda for the next available meeting.

NOTE: NO APPLICATION SHALL BE SCHEDULED FOR BOARD HEARING UNTIL ALL REQUIRED MATERIALS HAVE BEEN RECEIVED AND CLEARANCE HAS BEEN GIVEN BY PLANNING DIVISION STAFF.

3. Staff Approval: Once a complete application has been submitted, the staff will review the request and if the proposal meets the criteria outlined in Tempe Code Chapter 11, Section 11-7, it will be approved and the applicant notified in writing. The Development Services Department staff is not obligated to approve any submittal and may refer approval to the Design Review Board.
4. Staff Report: Once a proposal is placed on an agenda, the Staff reviews the proposal and prepares a report describing, evaluating and making a recommendation on the proposal. This Staff Report will be mailed to the property owner, consultants and applicants (as listed on the application) and delivered to the Design Review Board Members prior to the meeting.
5. Hearing and Action: The Design Review Board will hear any items or conditions within the staff report that the applicant is in disagreement with. If the applicant is in agreement with the staff report and all conditions of approval, the item will be proposed for the consent agenda and if there is no opposition the item will be acted on at the beginning of the meeting. The applicant or his representative **must** be present to explain the proposed signage. The Design Review Board may approve, conditionally approve, continue, or deny a request.
6. Action Letter: A letter will be mailed to the applicant detailing the Design Review Board action.
7. Appeal: The applicant may appeal the action of the Design Review Board. A written appeal must be filed with the City Council through the City Clerk (a copy to the Development Services Department) within 14 days of the Design Review Board action. The City Council will (at its next meeting) announce a public hearing for consideration of the appeal at the subsequent meeting.
8. Sign Permits: Your plans must still be submitted to and approved by the Development Services Department before a sign permit may be issued. The Building Safety Division shall ascertain that the plans submitted for a sign permit are in conformance with those approved by the Board and include any conditions stipulated by the Board prior to issuance of a sign permit.
9. Changes After Board Approval: A sign which has been approved, constructed or installed in accordance with approval by the Design Review Board, may not be further modified without additional review and approval by the Board, excepting that a sign may be removed. At that time it will be determined if the change requires that the Design Review Board review the request or whether the change can be approved at a staff level.

Application Fees

Fees shall be paid with cash or check, MasterCard or Visa, payable to the City of Tempe in accordance with the schedule below:

Sign Package\$100

Separate Signs.....\$ 50

Sign Permits:

One Sign.....\$140

Each Additional Sign\$ 60

Unauthorized Installation of Sign(s)Twice the normal fees may be charged

Grand Openings, Banners, Pennants

Or Displays\$25 each event

Temporary Sports Paraphernalia Permit.....\$600 each

(not to exceed 30 days)

(This fee is collected by Financial Services,
Tax & License Division)

Reconsideration.....Same as original fee

Continuance at Applicant's Request.....Same as original fee

Design Review Appeal\$300 plus normal fee

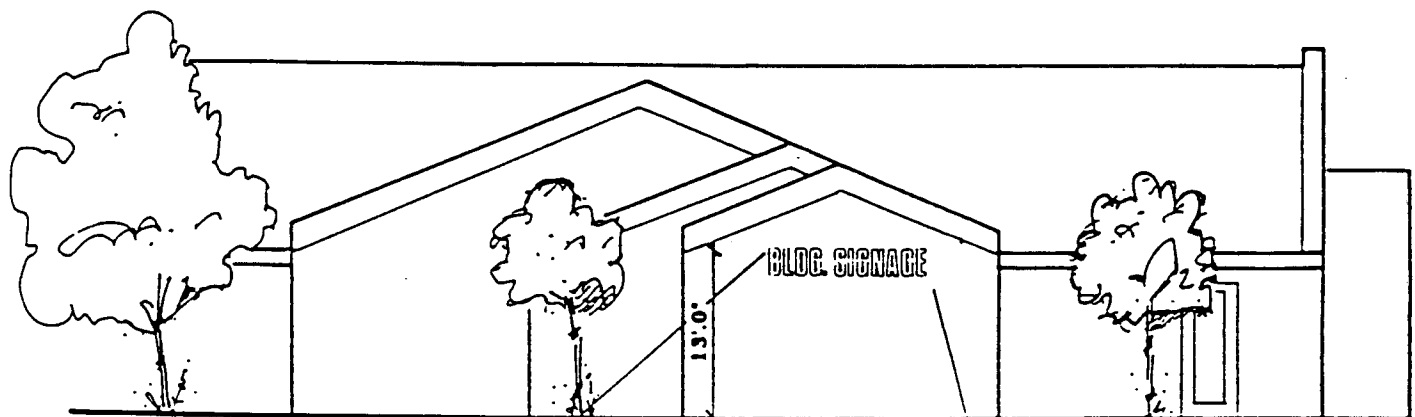
NO CASE WILL BE SCHEDULED FOR DESIGN REVIEW

CONSIDERATION UNTILL ALL THE ABOVE MATERIALS

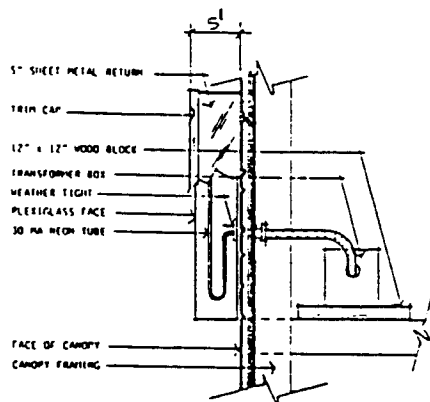
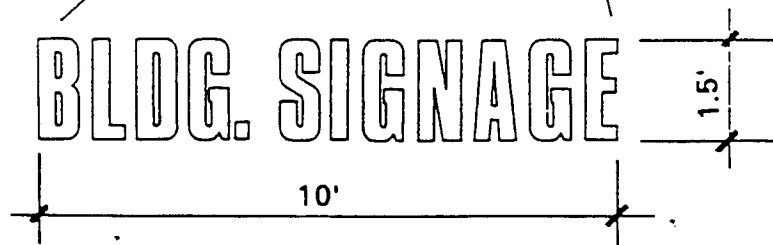
ARE FILED WITH THE PLANNING DIVISION AND THE

APPLICABLE FEES ARE PAID.

TYPICAL ELEVATION OF BUILDING MOUNTED SIGN

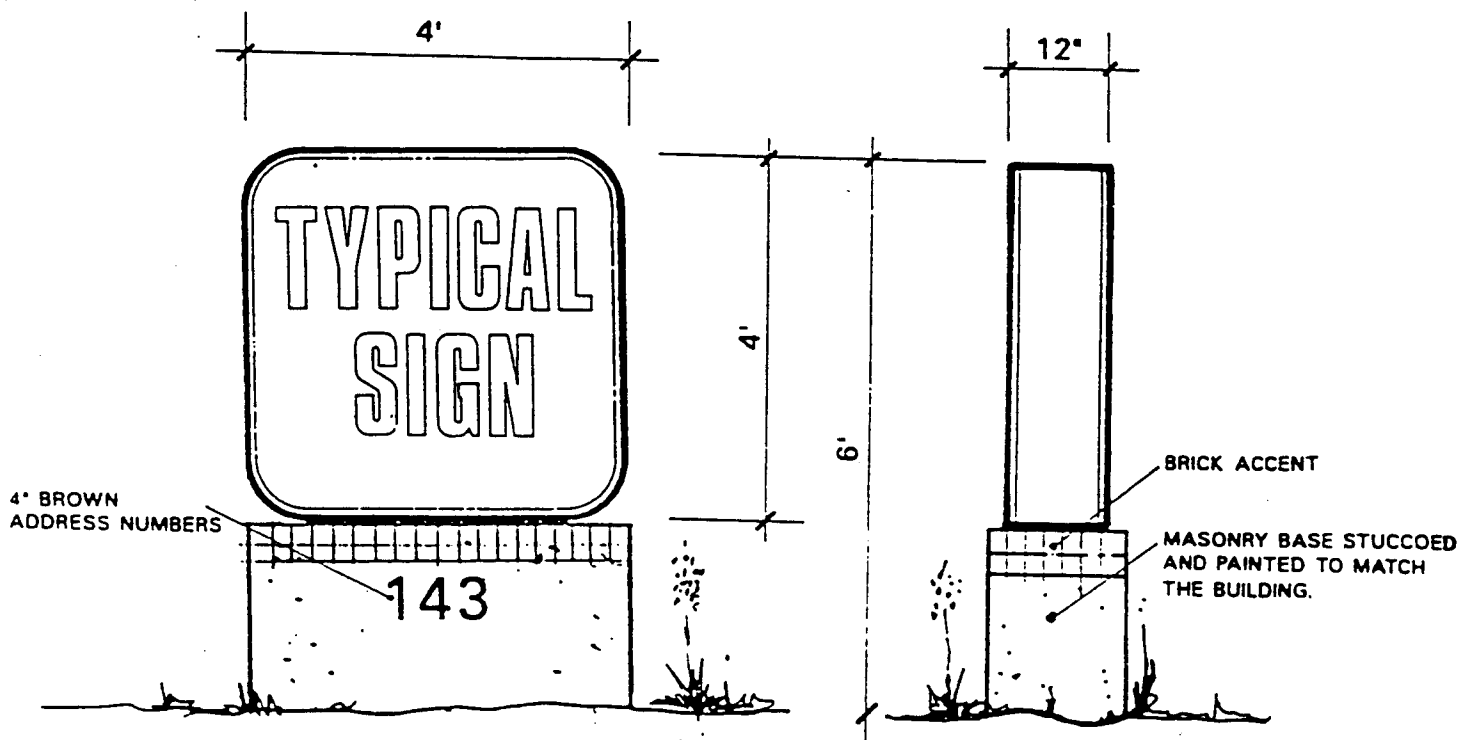


WEST ELEVATION
SCALE 1/16" = 1'-0"

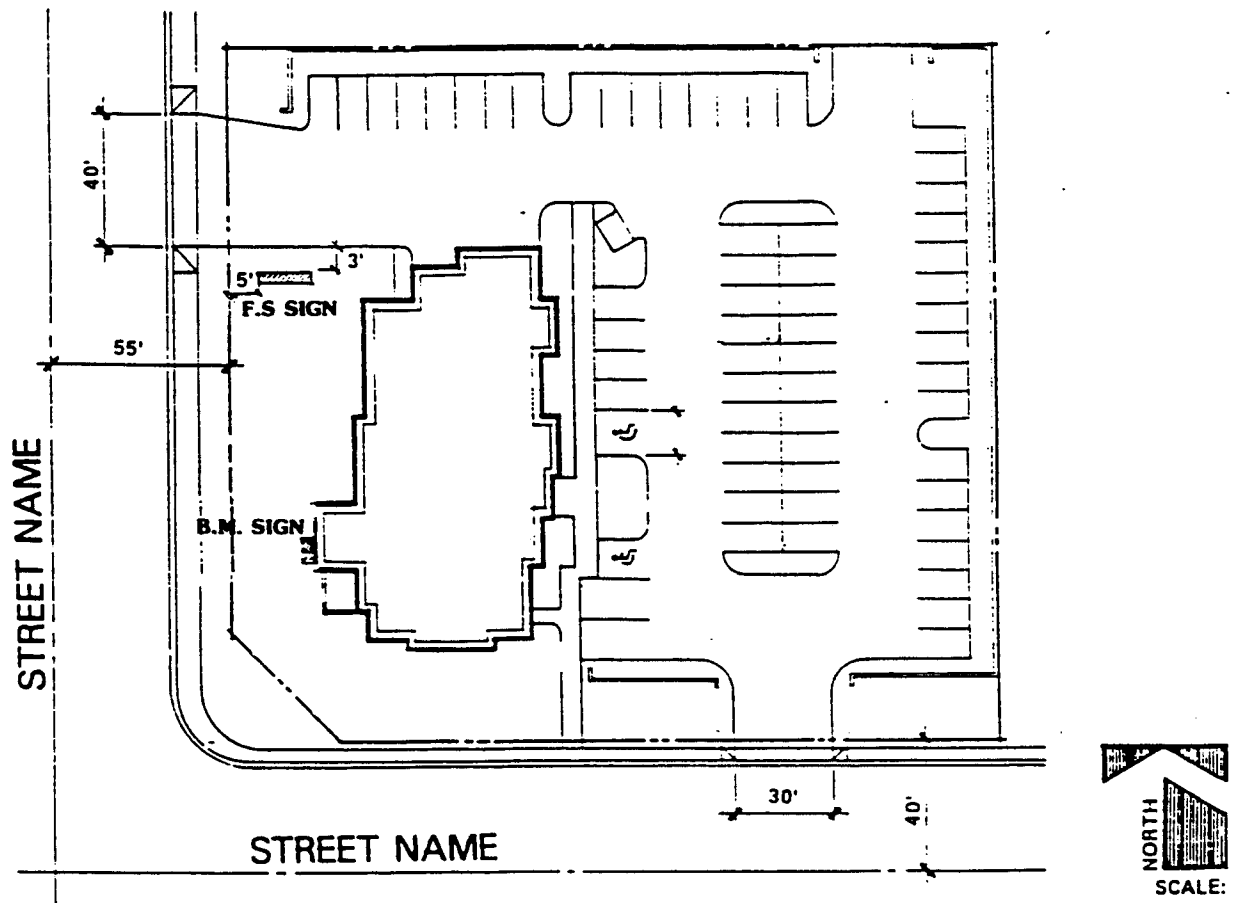


INDIVIDUAL PAN CHANNEL LETTERS WITH
A TRANSLUCENT PLEXIGLASS FACE CONSISTING
OF ACRYLITE #211-1 (RED) FACE WITH A 3/4"
BRONZE TRIM CAP AND 5" RETURNS PAINTED
DUNN EDWARDS Q12-37 (TAN).

TYPICAL FREESTANDING SIGN



12" METAL CABINET PAINTED DUNN EDWARDS Q19-91 "BROWN" WITH A METAL FACE PAINTED DUNN EDWARDS Q17-71 "BIEGE" WITH ROUTED LETTERS BACKED WITH WHITE PLEX.



TYPICAL SITE PLAN FOR SIGNAGE

Project Submittal

TRACKING NO. DS _____



City of Tempe
Development Services Dept.
P.O. Box 5002
31 E. 5th Street
Tempe, Arizona 85282-5002

BP _____
CA _____
X _____

PC _____
PPC _____

Planning Phone 480-350-8331

Building Phone 480-350-8341

PLEASE PRINT

PROJECT NAME:		DATE:	
PROJECT ADDRESS:		SUITE NO:	PARCEL NO:
PROPOSED USE OF BLDG / SUITE:		EXISTING ZONING:	
LEGAL DESCRIPTION: <input type="checkbox"/> Attached		MCA CODE:	1/4 SECTION
REQUIRED	COMPANY OR FIRM NAME:		TELEPHONE: ()
	APPLICANT'S NAME:		FAX: ()
	APPLICANT'S ADDRESS: CITY		STATE ZIP
	<input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> ATTORNEY <input type="checkbox"/> OTHER _____		E-MAIL ADDRESS
REQUIRED	COMPANY OR FIRM NAME:		E-MAIL ADDRESS
	OWNER'S NAME:		TELEPHONE: () FAX: ()
	OWNER'S ADDRESS: CITY		STATE ZIP
DESCRIPTION OF WORK / REQUEST:			
APPLICANT'S SIGNATURE: REQUIRED		VALUATION	

FOR DEPARTMENT USE ONLY**PLANNING (480-350-8331)**

- ☐ Prelim Site Plan Review
☐ Design Review
☐ Design Review Sign
☐ Sign Permit
☐ B of A/Hearing Officer
☐ Recordation
☐ Other _____
☐ P & Z ☐ CC
☐ Zoning
☐ PAD
☐ Subdivision/Condo
☐ Site Plan
☐ Development Plan
☐ General Plan 2020 Amend

ENGINEERING (480-350-8341)

- ☐ Engineering
☐ Revisions
☐ Other _____

FIRE (480-350-8341)

- ☐ Tanks
☐ Special Extinguishing System
☐ Dust Collection Systems
☐ Spray Paint Booth
☐ AFES (underground)
Other _____

Fees**BUILDING (480-350-8341) Fees**

- ☐ Building
☐ New
☐ Complete
☐ Prelease
☐ Basic
☐ Add/Alt
☐ TI
☐ AFES (overhead)
☐ Res
☐ Pool
☐ Demo
☐ Grading Only
☐ MEP
☐ Mobile Home
☐ Factory Built Bldg
☐ Revision
☐ New Standard Plan
☐ Permits For Std. #
☐ Other _____
☐ NTC
☐ Suite Assignments

No. of Sets of

Plans Submitted: _____ Building
_____ Fire _____ Planning
_____ Signs _____ Engineering

- ☐ Soils Report ☐ Application / Material
☐ Specs Book(s) ☐ Parking Analysis
☐ Struc Calcs ☐ Color Board
☐ Hydraulic Calcs ☐ Report _____
☐ Haz Mat Form ☐ Other _____

VALIDATION

TOTAL VALUATION

FILE WITH:

\$

TOTAL SUBMITTAL FEES:

REC'D BY:

\$

Plans and drawings submitted for Planning Division processes are subject to dissemination to the public

INSTRUCTIONS FOR PROJECT SUBMITTAL

PROJECT INFORMATION

NAME: Subdivision Name/Plan of Development, etc.

ADDRESS: Site address, assessor's parcel number, and suite number

PROPOSED USE: i.e. single-family residence, office, medical office retail, school, restaurant, office/warehouse, carport, manufacturing, 68 unit apartment, 72 unit hotel, etc.

EXISTING ZONING: Zoning at time of application

LEGAL DESCRIPTION: Provide complete Legal Description of property on which permitted work will be done. If legal description is too long for space provided, attach a separate sheet with legal description.

APPLICANT/OWNER INFORMATION

Name, address, e-mail, telephone and FAX number of individual to be contacted for questions /corrections and notification of project status.

Applicant/Owner information AND signature of Applicant required on all submittals.

DESCRIPTION OF WORK

PLANNING: i.e. site plan review, Design Review, signs, Board of Adjustment, Zoning/Rezoning, PADs, Subdivision/Condo, Development Plan, General Plan Amendment, etc.

BUILDING: i.e. interior remodel, addition to existing residence, prefabricated carport, construction due to fire damage, conversion of existing office to sales, conversion of garage or carport to living space, relocated building, revisions of an active permit, etc.

Classes of work include:

- NEW** all new non-residential buildings (multi-family, office, industrial, assembly, retail, other commercial etc.). All new construction must be further identified as 'Complete', 'Prelease' or 'Basic' type buildings. Upon final inspection approval 'Complete' buildings will receive a Certificate of Occupancy. 'Prelease' and 'Basic' buildings are shell buildings resulting in the issuance of a 'Letter of Compliance' with Certificate of Occupancies issued at the time of tenant build-out
- A/A** additions or alterations to an existing building that increases floor area or requires structural review.
- T.I.** tenant improvement work - no increase in floor area and no structural work.
- WB** tenant improvement without certificate of occupancy.
- AFES** automatic fire extinguishing systems.
- RES** all work (new, remodel, additions, etc.) relating to one and two family dwellings.
- POOL** swimming pools
- DEMO** this type of permit covers the demolition of an entire building and is not issued for demolition associated with interior work. Interior demolition work is covered under the building permit. Demolitions resulting from unauthorized construction (work done without permits) will require demolition permits.
- OTHER** that work which does not fit into any of the above categories, i.e. mobile homes, factory built buildings, retaining walls, prefabricated metal parking structures, relocated buildings, etc.
- MEP** application is for mechanical, electrical, or plumbing work only.
- NTC** citation issued for doing any work above requiring a permit. NTC requires the addition of an investigation fee to the permit fees. May also apply to variance applications.

ENGINEERING: on-site, storm water retention, refuse enclosures, curb cuts, etc

FIRE: installation of fuel tanks, spray paint booths, review of hazardous material forms, dust collection systems, etc.